



CITY OF COLLEGE PARK

Class Description

Job Title: Sustainability Coordinator

Reports To: Assistant Director of Public Works / Administration

FLSA Status: Non-Exempt

General Description

The purpose of this job within the organization is to coordinate the City's sustainability initiatives within the Department of Public Works and perform various departmental administrative duties. Some duties involve analyzing operations, maintaining statistics, educating the community, and reporting program activities and results. This person will also provide administrative support involving compost and mulch sales, answering the phones, permit sales, special events activities, and other duties as assigned. This position requires the incumbent to exercise independent judgment and critical thinking skills.

This job works under general supervision and reports to the Assistant Director of Public Works of Administration.

Duties and Responsibilities

The functions listed below represent most of the time spent working in this job. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Coordinates the DPW's sustainability activities. Including marketing and working with other agencies to promote sustainability initiatives and recycling activities.

Distributes recycling information through print, electronic, audio, and visual media.

Serves as the City's recycling contact person for City officials, County, State, and Federal agencies, community organizations, and the public.

Maintains database, records, and statistics for the City's solid waste and recycling program.

Prepares reports and comparative data for department and City Council.

Coordinates sales and schedules deliveries of compost and wood mulch. Collects money and maintains sales and delivery records.

Performs or coordinates various special projects related to recycling and sustainability initiatives.

Conducts research and studies that involve contacting organizations and sources of relevant information, collecting and analyzing data, determining research methodology, and preparing reports of findings, recommendations, and results.

Acts as liaison with the Maryland Department of Agriculture for the mosquito control program.

Coordinates DPW role for all city-sponsored events in conjunction with other departments.

Attends various outreach events as needed.

Schedules and prepares materials for meetings and presentations.

Coordinates department printing and translation requests.

Customer service is a priority in this position.

Ability to solve problems and provide effective customer service

Additional Duties:

May represents the department at meetings and presentations within and outside the City.

Prepares reports and/or minutes of meetings.

Responds to telephone, email, and in-person requests for information regarding departmental activities and programs.

Maintains the department's petty cash fund.

Answers phones, fill in for other office personnel

Handles sales and customer service issues for parking permits and parking tickets.

Performs related work as assigned.

Responsibilities, Requirements, and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Maintains files, public and internal records, and automated databases in compliance with City and departmental policies, rules, and regulations.

People Responsibility:

People include co-workers, workers in other areas or agencies, and the general public.

Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies or preventing moderate losses by handling or accounting for materials, and supplies

Mathematical Requirements:

Mathematics requires the use of symbols, numbers, and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication, division, and/or calculates ratios, rates, and percentages may need to count items and measure distances.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Must communicate effectively orally and in writing with all levels of City government, officials from State and local governments, community agencies, and the public. Ability to read and interpret manuals, ordinances, and other related documents related to departmental, parking, and sustainability activities. Ability to write and publish or prepare a wide variety of reports, correspondence, newsletters, and other documents on the activities of the department and sustainability programs, including design, development, composition, and style content.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions affecting the individual, co-workers, and others who depend on the service or product; work in a somewhat fluid environment with rules and procedures but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration, and creativity required by the job and the presence of any unusual pressures present in the job.

General knowledge of the practices, procedures, and functions of the Department of Public Works and the City's sustainability plan. Knowledge and understanding of sustainability issues, standards, techniques, and other environmental topics. Ability to work effectively with frequent interruptions and changing priorities is necessary. Performs routine and semi-routine work, following guidelines with occasional problems, and requires attention to detail for accurate results.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – it affects the work unit and may affect others.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

May be exposed to various weather conditions during events. Performs regular sedentary work that involves walking or standing sometimes and exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses work aids involving some latitude for judgment regarding attainment of a standard or selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Work is primarily performed in an office environment. Some sustainability activities are performed outdoors with exposure to variable weather conditions that may include extremes of temperature or precipitation.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires some responsibility for the safety and health of others and/or for occasional enforcement of public safety or health standards.

Minimum Education and Experience Requirements:

High school diploma or GED is required. An Associate's or Bachelor's degree in a related field is preferred.

Three years of administrative or sustainability experience, preferably in a municipal environment or any equivalent combination of training and experience.

Ability to work during some evenings, weekends, and emergencies, including snow

Experience in Customer service.

Strong communication skills

Proficient in Microsoft Office suite products.

Proficiency with QuickBooks is preferred.

Special Certifications and Licenses:

Must have a valid driver's license in the state of residence.

Americans with Disabilities Act Compliance

The City of College Park, MD, is an Equal Opportunity Employer. The ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.